



MONTANA
SCHOOL *for the*
Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School f/t Deaf & Blind
DIVISION: General Services
DATE POSTED: June 5, 2007
JOB TITLE: Maintenance Worker II
JOB CATEGORY: General Services
POSITION NUMBER: 51300201
PAY BAND: 3
LOCATION: GREAT FALLS

JOB STATUS: Full Time Permanent
STARTING SALARY: \$9.916/hour
CLOSING DATE: June 29, 2007
SUPPLEMENT REQUIRED: No
BARGAINING UNIT: UFCW#8
START DATE: July 9, 2007

POSITION DESCRIPTION AND TYPICAL DUTIES:

Duties include maintenance and cleaning of school buildings inclusive of offices, classrooms, activity rooms, library, kitchens, dining rooms, and bathrooms. Duties also include grounds maintenance. The Maintenance Worker will empty waste bins located in classrooms, offices, bathrooms, central dining room and in the school's gymnasium; perform grounds maintenance; and other duties as assigned by the Maintenance Foreman or Business Manager.

ABILITIES: Ability to follow written and verbal instructions. Knowledge of commercial cleaning supplies and their proper application. Applicant must possess a valid State of Montana driver's license. Ability to use and/or learn to use commercial cleaning and grounds maintenance equipment.

EDUCATION & EXPERIENCE: One year cleaning experience working in a school or commercial setting. High school diploma, GED or equivalent.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact SCHOOL FOR THE DEAF & BLIND using the information provided above.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI

prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 12/93). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind by **June 29, 2007.**

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000